

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Needham Youth Services

Job Posting 03/28/16

Job Posting: Jewish Community Centers of Greater Boston

Date: March 7, 2016

Job Title: Food Service Staff

Hourly Pay: competitive

Age Requirements: 17 years or older

Job Hours: 20-35 hours/week

Company Name: Jewish Community Centers of Greater Boston

Company Address: 333 Nahanton Street, Newton, MA 02459

Company Website: <http://www.bostonjcc.org>

Contact Person: Randi Federman

Number: 617-558-6510

Email: rfederman@jccgb.org

Brief Description of the job duties and qualifications needed (1-2 sentences):

The JCC is looking to hire hardworking reliable summer seasonal hourly help in our kosher food service department in Newton. We will be running the Outdoor Pool Snack Shack and preparing café and camp lunches during the period from May through August. Perfect for high school and college students.

Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: Coppola Properties, Inc.

Date: 03.01.16

Job Title: Marketing Assistant

Hourly Pay: \$10.00 per hour

Job Hours: 5 to 10 hours per week

Age Requirements: 16+

Company Name: Coppola Properties, Inc.

Company Address: 20 Chestnut Street, Suite 9, Needham MA 02492

Company Website: www.CoppolaProperties.com

Contact Person: Nick Coppola

Number: 781-449-2727

Email: Nick@CoppolaProperties.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Must have great computer skills. You will be researching info on the internet and compiling data. Data entry. Mailing letters. Some social media and web site work.

Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: Strength in Numbers Tutoring

Date: 02/29/16

Job Title: Promotions associate

Hourly Pay: \$10/hr

Age Requirements: At least 15 years old

Job Hours: After school

Company Name: Strength in Numbers Tutoring

Company Address: 329 Chestnut Street, Needham MA.

Company Website: www.sntutoring.com

Contact Person: Steve Dalton

Number: 617-966-3198

Email: steve@sntutoring.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Strength in Numbers Tutoring wants to boost enrollment for its SAT and ACT test preparation program. This job will involve distributing promotional literature for the company, by posting literature in local stores and on telephone poles and also by handing out flyers to potential students and their parents. You should be outgoing, friendly, and professional, and most importantly should know the places where potential students of ours spend time after school so you can go to where they are and give them a flyer/brochure.



Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: Needham Park & Recreation

Date: 2/22/16

Company Name: Needham Park & Recreation

Job Title: Outdoor Tennis Instructor

Hourly Pay: Yes; will be discussed at interview

Job Hours: Saturdays, April 30-May 28 from 8:45am-12:15pm.

Age Requirements: Must be 16 y/o or older

Company Address: 500 Dedham Ave Needham

Company Website: www.needhamma.gov/parkandrecreation

Contact Person: Sarah Mallard

Number: 781-455-7550, option 3

Email: smallard@needhamma.gov

Brief Description of the job duties and qualifications needed (1-2 sentences):

Needham Park & Recreation is looking for instructors to teach children ages 5-7 or 8-13 the fundamental skills of Tennis. The program is at the Pollard Middle School Outdoor Courts or Needham High School Tennis Courts.

Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: The Needham Business Association

Date: January 21, 2016

Job Title: Intern Needham Business Association – Part-time

Hourly Pay: Community Service Requirement (check with your guidance counselor)

Age Requirements: 14+

Job Hours: appx. 10 hours per week

Company Name: The Needham Business Association

Company Address: 1492 Highland Avenue Suite 6, Needham, MA 02492

Company Website: DiscoverNeedham.com

Contact Person: Lisa Relich 781-444-7980

Number: 781-444-7980

Email: nba@needhambusiness.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

This position will take you inside the daily work of running an active, Non-profit Local Business Association that has been supporting Needham's Local Businesses and Non-profit Organizations for over 41 years.

Your work will involve assisting our Administrator in a variety of administrative tasks, some of which will vary by the season. The success of your work will have a direct, visible impact on helping promote and support our local business and organization members.

This includes:

Managing incoming email Events and Announcement submissions, researching of local "events" and posting them on the NBA's website, DiscoverNeedham.com.

Creating attractive graphics to be used on the site

Building out event pages for each featured event,

Setting up and updating Member's Business Directory pages on DiscoverNeedham.com

Creating links to other resources, installing YouTube videos on site, etc.

Helping assist our Administrator with tasks related to Town events the NBA organizes.

Applicants should have the following skills:

Marketing and Graphic Design experience

Comfortable working with Facebook, YouTube, Instagram, Website operations

Well organized, detail oriented and can work independently on assigned tasks

Excel spreadsheet work, typing competency

Data entry and research skills

Good communication skills

Ideally, familiar with Constant Contact

Hours & Equipment: approximately 10 hours per week. Candidate must provide their own computer and will work primarily off site but may be required to be in the NBA office as needed.

Contact Lisa Relich at: 781-444-7980 or by email: nba@needhambusiness.com (subject line - Internship).

Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: Staples

Date: 3/4/2016

Company Name: Staples

Job Title: Sales Associate

Hourly Pay: \$9.10 + based on experience

Job Hours: 10-20

Age Requirements: 16+

Company Address: 163 Highland Ave, Needham, MA

Company Website: Staples.com

Contact Person: Tiffany McNulty

Number: 781-449-5766

Email: tiffany.mcnulty@staples.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

No experience necessary...Position Summary: Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: Walgreens

Date: 3/4/2016

Job Title: Customer Service Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

Company Name: Walgreens

Company Address: 1478 Highland Ave

Company Website: www.walgreens.com

Contact Person: Andrea Baxter or any other manager on duty

Number: 781-444-5714

Email: mgr.01852@store.walgreens.com

Brief Description of the job duties and qualifications needed (1-2 sentences): Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.

Continued on next page...

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Job Posting: TJX Companies

Date: 3/02/16

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).